

SAP Business Intelligence Reporting

BI Financial InfoCube

Washington State HRMS Business Intelligence (BI)
Self-Paced Learning Materials

General Topics - BI Financial InfoCube End Users/Power Users

The BI Financial InfoCube section provides an overview of the BI Financial InfoCube, including basic steps for running the BI Financial reports and applying user-defined settings to the reports.

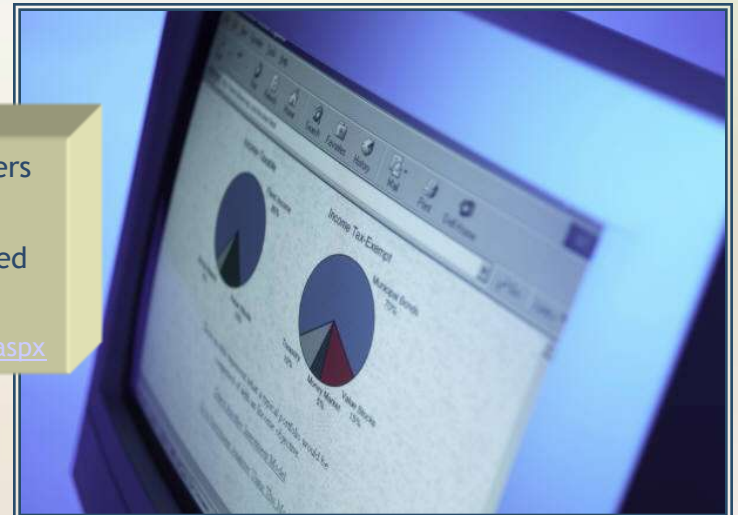
Topics covered in this section include:

- BI Financial InfoCube Overview
- BI Financial Reports Overview
- BI Financial Report Variables
- Defining BI Financial Report Variables
- User-Defined Settings for BI Financial Reports
- Using the Goto Command

The BI Financial InfoCube section is intended for BI Financial InfoCube End Users and Power Users.

It is recommended BI Financial End Users and Power Users read all BI Self-Paced Learning Materials prior to reading the BI Financial InfoCube section:

<http://www.dop.wa.gov/payroll/HRMS/Training/Pages/BusinessIntelligenceTraining.aspx>

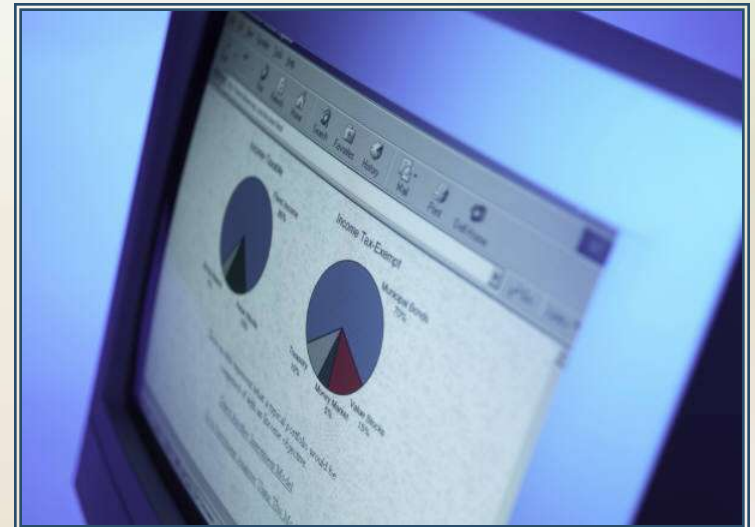


BI Financial InfoCube Overview

The BI Financial InfoCube Overview section provides an overview of the BI Financial InfoCube.

Topics covered in this section include:

- BI Financial InfoCube Overview

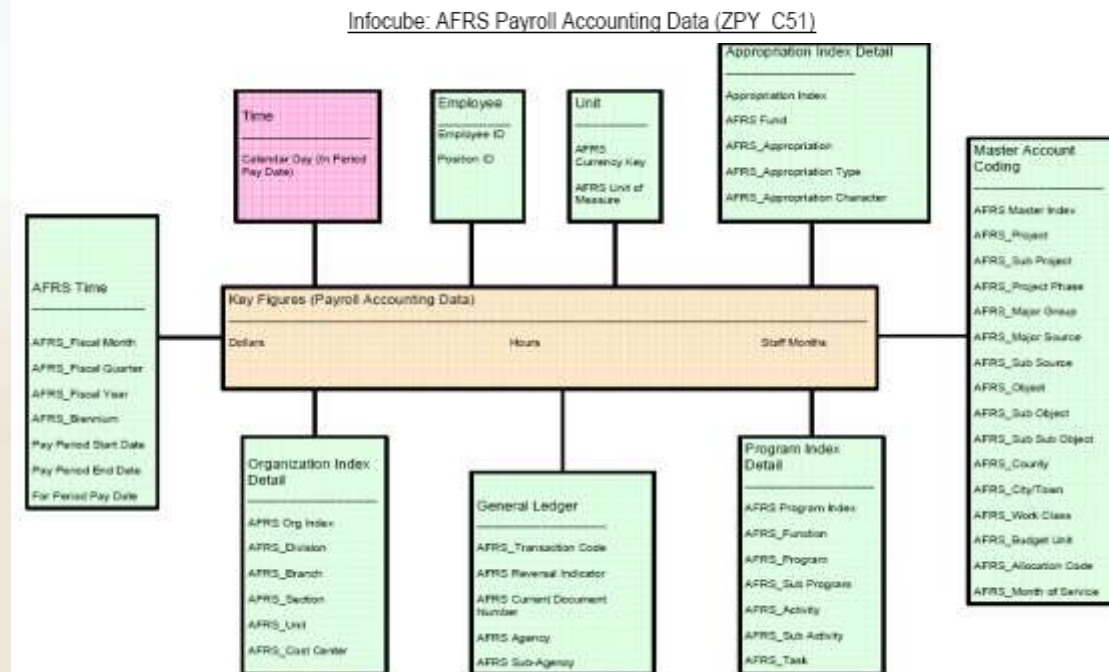


BI Financial InfoCube Overview

The BI Financial InfoCube is populated with data received from HRMS and AFRS. The BI Financial InfoCube includes:

- Employee and Position level Payroll/Financial data.
- Employee Cost Distribution by Master Index, Appropriation Index, Program Index, and Organization Index data.

The diagram below displays the reporting elements included in the Financial InfoCube (AFRS Payroll Account - ZPY_C51):



Continued...

BI Financial InfoCube Overview, Cont...

The following illustration shows the Extract, Transformation, and Load (ETL) process of data from HRMS to AFRS where the data is exploded. The exploded data is then transmitted to HRMS BI into the Financial InfoCube.

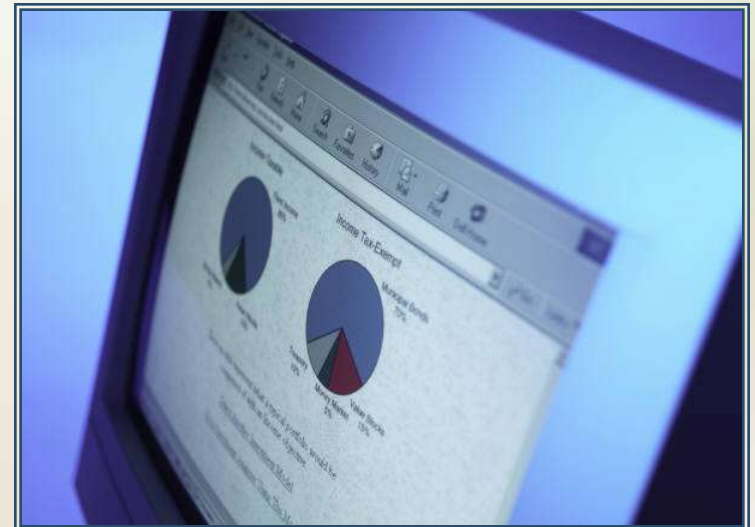


BI Financial Reports Overview

The BI Financial Reports Overview section provides an overview of the BI Financial Reports.

Topics covered in this section include:

- BI Financial Reports Overview
- Accessing BI Financial Reports from the HRMS Portal
- Selecting a BI Financial Report
- Running a BI Financial Report



BI Financial Reports Overview

BI Financial reports are large and contain many rows and columns. These reports were designed to provide users with flexible reporting options.

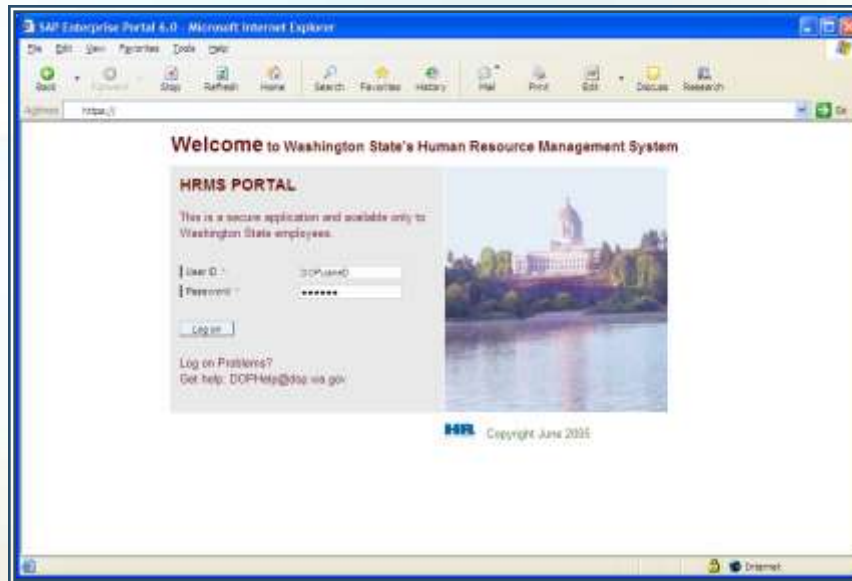
Users will have the ability to set User-Defined settings from the report results. User-Defined Settings allow the user to add or remove Rows or Columns, set Filters, and Sort. These User-Defined Settings can then be saved as a Bookmark in the user's Favorites folder from their web browser. When the Bookmark is run from the Web Browser, the report results will be displayed with all user-defined settings.

The three BI Financial Reports included with the BI Financial InfoCube are:

Report Name	Report Description	Category
Distribution of Payroll and Related Costs Gap #: 180 <i>Old PAY1 report reference: M2390 - Distribution of P/R & Related Cost Report</i>	Displays employer costs by employee and by AFRS account distribution to the 'sub sub object' level as entered on the position or employee record.	Financials
Position Cost Gap #: 450 <i>Old PAY1 report reference: M2480 - Monthly Position Cost Report</i>	Displays employer costs, FTE's, overtime hours, overtime amounts, and shift differential amounts for each position and class title within the agency.	Financials
Who Charged Gap #: 901 <i>Old PAY1 report reference: N/A - New report</i>	Displays employee data including what the employee was paid, basic employee data, 'sub sub object', cost assignment information, etc.	Financials

Accessing BI Financial Reports from the HRMS Portal

BI Financial reports are accessed from the HRMS Portal. Instructions for logging on to the HRMS Portal are included in the BI Self-Paced Learning Materials - Logging on to HRMS Portal section.



For information on logging on to the HRMS Portal, reference the BI Self-Paced Learning Materials from the HRMS Support Website:

<http://www.dop.wa.gov/payroll/HRMS/Training/Pages/BusinessIntelligenceTraining.aspx>

Continued...

Accessing BI Financial Reports from the HRMS Portal

The diagram below provides a sample of the screen displayed once the user has logged on to the HRMS Portal:

Step 1: Initial Portal View

Welcome Jane Doe

BI Reports WEBGUI

Organization Management | Personnel Administration | Time Management | Payroll | **Financials** | HRM Performance Measurement

Position / Personnel Master Listing

Detailed Navigation

- Position / Personnel Master Listing
- Position Statistics Report - Month Ending
- Position Roster

Portal Favorites

Variable Entry

Available Variables: Save Save As... Delete Show Variable Personalization

General Variables

Variable	Current Selection	Description
* Month/Year Range (Mandatory)		

Callouts for Step 1:

- Click on "BI Reports" to view categories
- By default, the Organization Management category is selected and the Position-Personnel Master Listing is displayed
- Click on the Financials category to view the list of BI Financial reports

Step 2: Financials Category Selected

Organization Management | Personnel Administration | Time Management | Payroll | **Financials** | HRM Performance Measurement

Distribution of Payroll and Related Costs

Detailed Navigation

- Distribution of Payroll and Related Costs**
- Monthly Position Cost Report
- Who Charged Report - Summary

Portal Favorites

Variable Entry

Available Variables: Save Save As... Delete Show Variable Personalization

General Variables

Variable	Current Selection	Description
* Number of Pay Periods	1	1
Agency	AFRS Agency	
Sub-Agency		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		

Callouts for Step 2:

- Once the Financials category is selected, the Detailed Navigation pane will display the list of BI Financial reports to choose from.
- The Distribution of Payroll and Related Costs report is displayed by default

Selecting a BI Financial Report

The example below uses the Distribution of Payroll and Related Costs report to show how to select a report from the HRMS Portal.

To select the Distribution of Payroll and Related Costs report:

1. Click the Financials category link.
2. Click the report name link from the Detailed Navigation pane.

Result: A variables selection box will appear to allow the user to enter variables (selection criteria) for the report:

The screenshot shows the HRMS Portal interface. At the top, there is a navigation bar with links: BI Reports, WEBGUI, Organization Management, Personnel Administration, Time Management, Payroll, Financials, and HRM Performance Measurement. The 'Financials' link is highlighted with a blue box and an arrow pointing to it from the text 'Click the Financials category link'.

Below the navigation bar, there is a 'Detailed Navigation' pane on the left. It contains a tree view with the following items:

- Distribution of Payroll and Related Costs
 - Monthly Position Cost Report
 - Who Charged Report - Summary

 The 'Distribution of Payroll and Related Costs' item is highlighted with a blue box and an arrow pointing to it from the text 'Click the report name link from the Detailed Navigation pane'.

To the right of the 'Detailed Navigation' pane, there is a 'Variable Entry' dialog box. It has a title bar 'Variable Entry' and a 'Detailed Navigation' pane on the left. The 'Detailed Navigation' pane contains a tree view with the following items:

- Distribution of Payroll and Related Costs
- Monthly Position Cost Report
- Who Charged Report - Summary

 The 'Distribution of Payroll and Related Costs' item is highlighted with a blue box.

The main area of the 'Variable Entry' dialog box is titled 'General Variables'. It contains a table with the following columns: Variable, Current Selection, and Description. The table has the following rows:

Variable	Current Selection	Description
* Number of Pay Periods	1	
Appropriation		
Project		
Agency	AFRS Agency	

 The 'Agency' row is highlighted with a blue box, and an arrow points from the text 'Click here to scroll left/right in the Detailed Navigation pane' to the 'Agency' row.

At the bottom of the 'Variable Entry' dialog box, there is a 'Detailed Navigation' pane. It contains a tree view with the following items:

- Distribution of Payroll and Related Costs
- Monthly Position Cost Report
- Who Charged Report - Summary

 The 'Distribution of Payroll and Related Costs' item is highlighted with a blue box.

At the bottom of the 'Variable Entry' dialog box, there is a 'Detailed Navigation' pane. It contains a tree view with the following items:

- Distribution of Payroll and Related Costs
- Monthly Position Cost Report
- Who Charged Report - Summary

 The 'Distribution of Payroll and Related Costs' item is highlighted with a blue box.

At the bottom of the 'Variable Entry' dialog box, there is a 'Detailed Navigation' pane. It contains a tree view with the following items:


- Distribution of Payroll and Related Costs
- Monthly Position Cost Report
- Who Charged Report - Summary

 The 'Distribution of Payroll and Related Costs' item is highlighted with a blue box.

Running a BI Financial Report

The example below uses the Distribution of Payroll & Related Report to show how to run a BI Financial report.

To run a BI Financial Report:

1. Enter variables.
 Variables with an asterisk are required fields.

Note: To ensure variables are valid, click the Check button prior to running the report.

2. Click the OK button to run the report.

Variable Entry

Available Variables: Save Save As... Delete Show Variable Personalization

Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)	1110	Dept of Personnel
Payroll Area - Selection (Optional)		
Project		
Agency		
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		
Allocation Code		
In Period (yyyypp)	200810	200810
For Period (yyyypp)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]	06/03/2008	06/03/2008

OK Check

BI Reports

Organization Management | Personnel Administration | Time Management | Payroll | Financials | HRM Performance Measurement | Grievance Reporting | E-Recruiting

Distribution of Payroll and Related Costs

Detailed Navigation

- Distribution of Payroll and Related Costs
- Monthly Position Cost Report
- Who Charged Report - Summary

Portal Favorites

Distribution of Payroll and Related Costs

Display As: Table Information Send Print Version Export to Excel Comments

Columns

- Key Figures

Rows

- Biennium
- Agency
- Sub-Agency

Biennium: 2009 Agency: DEPARTMENT OF INFORMATION SERVICES Sub-Agency: DEPARTMENT OF INFORMATION SERVICE

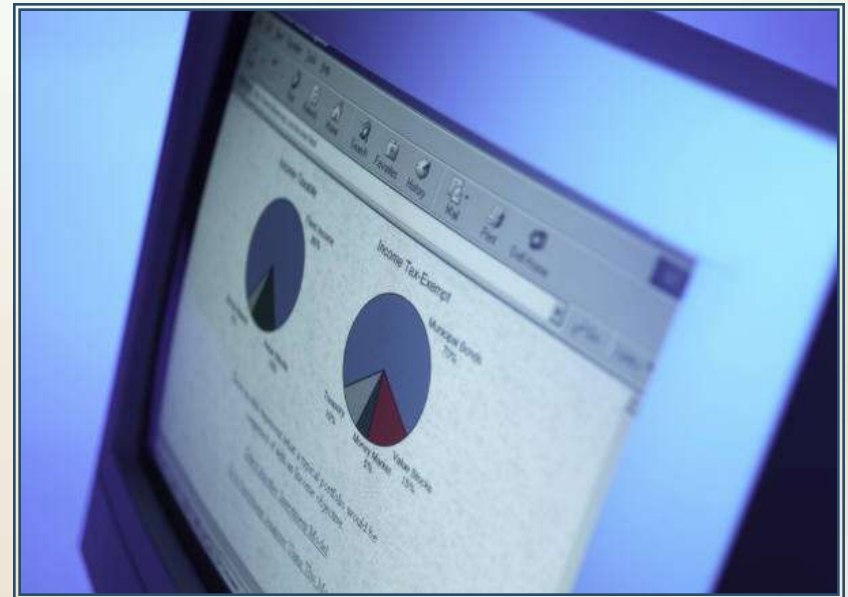
Result: Report results with selected variables.

BI Financial Report Variables


The BI Financial Report Variables section provides an overview of report Variables. Variables are report selection criteria that allow the user to narrow report results to specific values (for example, display results for a specific Agency only).

Topics covered in this section include:

- BI Financial Report Variables
- Selecting Multiple Variables
- Deleting Variables
- Personalizing Variables
- Deleting Personalized Variables



BI Financial Report Variables

Variables are report selection criteria that allow the user to narrow report results to specific values. The user may enter variables manually or click on the matchcode button  to select a variable from a list.

Variables identified with an asterisk are required fields.

The user may manually enter the variable, or click the matchcode button to bring up a list to choose from

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		
Project		
Agency		
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		
Allocation Code		
In Period (yyyypp)		
For Period (yyyypp)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]		

OK Check

Select values for Personnel Area (ZS_PAOP 0033)

Show tool: Single values Show view: All

Maximum 1000 Refresh

Personnel Area Text

- #
- Airway Heights Corr Ctr
- Americorp Star Vista
- Archaeology and Historic Pres
- Attorney General
- BD of Industrial Appeals
- Bingen Wex

Add Remove

Enter a value for Personnel Area:

Matchcode popup list

Use the "Search" feature to find a specific variable. Enter the variable value and click the "Search" button. Use an asterisk (*) for wildcard searches.

OR

Click the desired variable from the list

Selecting Multiple Variables

The example below uses the Distribution of Payroll and Related Costs report to show how to insert multiple variables of the same type for a report.

To select multiple variables:

1. Click the matchcode  button
2. At the selection screen, select the multiple values, click the “Add” button, and then click OK>.

Select values for In-Period (ZS_INPER 0003)

Show tool: Show view:

All

Maximum: 1000

In-Period Key

#

20407

200603

200604

200605

200606

200607

200608

200609

200610

200611

200612

Enter a value for In-Period:

Change Order

OK

Selections

Type Description

200604

200605

200606

200607

200608

Add

Remove

Click the “Add” button to add the multiple selections to the Selection pane and click the OK button to return to the variable screen.

Variable Entry

Available Variables: [Show Variable Personalization](#)

General Variables

Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)	1110; 1111; 3000; 4050	
Payroll Area - Selection (Optional)		

Result: Multiple variables have been added.

The example below uses the Distribution of Payroll and Related Costs report to shows two way to delete a variable that was entered in error or to replace the current variable.

To delete a variable:

1. Highlight the text of the Variable and press “Delete” on the keyboard.

General Variables		
Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)	1110; 1111; 3000; 4050	
Payroll Area - Selection (Optional)		
Project		

Highlight Variable values and press the Delete key on the keyboard

OR

Result: Variables have been deleted

Select values for In-Period (ZS_INPER 0003)

Show tool: Single values Show view: All

All

Maximum 1000 Refresh

Click the matchcode and in the “Select value” box, select the variables, click “Remove” and “OK”

Type	Description
<input type="checkbox"/>	200604
<input type="checkbox"/>	200605
<input type="checkbox"/>	200606
<input type="checkbox"/>	200607
<input type="checkbox"/>	200608

Add Remove

OK Cancel

Variable Entry

Available Variables: Save Save As... Delete Show Variable Personaliz

General Variables		
Variable	Current Selection	Desc
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)		

Personalizing Variables

Users have the ability to personalize variables from the HRMS Portal. Personalizing variables allows the user to save the variable setting they have entered.



Personalizing a variable for one report will personalize the same variable for all other reports if that variable is used. For example, in the illustration below the user is personalizing the Distribution of Payroll and Related Costs Personnel Area variables for the report. Once the Personnel Area variables have been personalized, the same values will be used for Personnel Area when the **Position Cost** or **Who Charged** reports. Once a variable is personalized, it is no longer displayed on the variables screen. See **Removing Personalized Variables** for information on removing the personalization of a variable.

Variable Entry

Available Variables:

Save

Save As...

Delete

Show Variable Personalization

General Variables		
Variable	Cu	
* Number of Pay Periods	1	
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		
Project		
Agency		
Sub-Agency		
In Period (yyyypp)		
For Period (yyyypp)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]		

OK

Check

Click here to access the personalize variable options.

Continued...

Personalizing Variables, cont...

The example below uses the Distribution of Payroll and Related Costs Report to show how to Personalize the Agency Variable.

To Personalize the Personnel Area Variable:

1. Enter the Personnel Area Variable(s).
2. Click the “Select” button for the variable.
3. Select the “Add selected variables to personalized variables list”.

Available Variables: Save Save As... Delete [Hide Variable Personalization](#)

General Variables			
	Variable	Current Selection	Description
<input type="checkbox"/>	* Number of Pay Periods	1	1
<input type="checkbox"/>	Appropriation		
<input type="checkbox"/>	Budget Unit		
<input type="checkbox"/>	Personnel Area - Select (Optional)	1110; 1111	
<input type="checkbox"/>	Payroll Area - Selection (Optional)		
<input type="checkbox"/>	In Period (yyyypp)		
<input type="checkbox"/>	For Period (yyyypp)		
<input type="checkbox"/>	Position (Optional)		
<input type="checkbox"/>	* HR as of date (mm/dd/yyyy) [Key Date]		

Personalized Variables			
	Variable	Current Selection	Description
<input type="checkbox"/>			

☐ Show Personalized Variables

OK Check

Result: The Personnel Area personalization has been added to the “Personalized Variables” section.

Once the Personnel Area variable is personalized, it will no longer be displayed as a variable option from the Variables input screen.

You will see an “information” note telling you that there are personalized variables.

Click “Show Variable Personalization” to view any variables that are personalized.

Available Variables:

Save

Save As...

Delete

Hide Variable Personalization

General Variables

Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Payroll Area - Selection (Optional)		
In Period (yyyypp)		
For Period (yyyypp)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]		

Personalized Variables

Variable	Current Selection	Description
Personnel Area - Select (Optional)	1110; 1111	Dept of Personnel; Information Services Div

☐ Show Personalized Variables

OK

Check

Variable Entry

One or more variables are personalized; click Show Variable Personalization link to display them

Available Variables:

Save

Save As...

Delete

Show Variable Personalization

General Variables

Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Payroll Area - Selection (Optional)		
In Period (yyyypp)		
For Period (yyyypp)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]		

OK

Check

Deleting Personalized Variables

The example below uses the Distribution of Payroll and Related Costs Report to show how to remove the Personalized Variable for Agency from the Position Cost Report Variable screen.

To remove the Personalized Variable for Agency:

1. Click the Show Variable Personalization button to display personalized variables.
2. Select the personalized variable you want to remove.
3. Click on the "Remove selected variables from personalized variables list".

Variable Entry

i One or more variables are personalized; click Show Variable Personalization link to display them

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		

Personalized Variables		
Variable	Current Selection	Description
<input type="checkbox"/> Personnel Area - Select (Optional)	1110; 1111	Dept of Personnel; Information Services Div

☐ Show Personalized Variables

Available Variables: Save Save As... Delete [Hide Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
* Number of Pay Periods	1	1
<input type="checkbox"/> Personnel Area - Select (Optional)	1110; 1111	Dept of Personnel; Information Services Div
<input type="checkbox"/> Payroll Area - Selection (Optional)		
<input type="checkbox"/> In Period (yyyypp)		

Personalized Variables		
Variable	Current Selection	Description
<input type="checkbox"/>		

☐ Show Personalized Variables

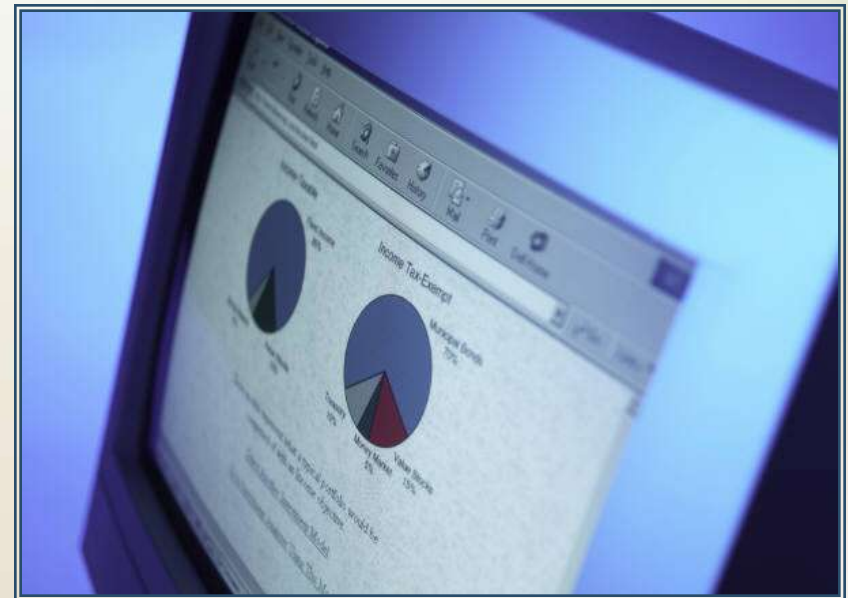
Result: The Personnel Area variable will appear.

Defining BI Financial Report Variables

The Defining BI Financial Report Variables section provides the basic steps for entering variables for BI Financial reports. BI Financial reports require variable entry (selection criteria) prior to running the reports.

Topics covered in this section include:

- Using the “HR as of date” Variable
- Defining Variables: Distribution of Payroll and Related Costs Report
- Defining Variables: Position Cost Report
- Defining Variables: Who Charged Report



Using the “HR as of date” Variable

The “HR as of date” variable determines the “as of” date for certain employee attribute fields on the Financial reports. The table below contains a list of employee attribute fields that are determined by the “HR as of Date” and references the report(s) the fields are in:

Employee Attribute Field	Distribution of Payroll and Related Costs	Position Cost	Who Charged
Capacity Utilization Level			X
Contract Type	X		X
Employee Group			X
Employee Status		X	
Employee Sub Group			X
Job		X	
Multi-fill		X	
Organizational Unit	X	X	X
Payroll Area	X		X
Personnel Area	X		X
Position	X	X	X
Salary Unit Amount			X
Seniority Date			X




Other fields on the Financial reports are determined by the “In Period” or “For Period” variables, if entered by the user. If an In Period or For Period variable is not entered, other fields will include all pay periods.

Defining Variables: Distribution of Payroll and Related Costs Report

Distribution of Payroll and Related Costs Report

To define the Distribution of Payroll and Related Cost report variables:

1. Enter a value for selected report variables or use the matchcode  button to access the matchcode list to select the variables.
***Fields with an asterisk are required.**

i In this example, Number of Pay Periods and HR as of date are required fields

2. Click the OK button.

Distribution of Payroll and Related Costs

Variable Entry

Available Variables: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		
Project		
Agency		
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		
Allocation Code		
In Period (yyyypp)		
For Period (yyyypp)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]		

OK Check

Select values for Personnel Area (23_PA01 0003)

Show list Single values Show view: All

Maximum: 1000 Default

Personnel Area Text:

- Start of Apprais
- Coyote Ridge Car Center
- External Justice Training
- DOC - Headquarters
- DOC - Headquarters
- DOC Region 1
- DOC Region 1 DOC Field
- DOC Region 1 Sole
- DOC Region 2
- DOC Region 2 DOC Field
- DOC Region 2 Sole
- DOC Region 3

Add Remove

Enter a value for Personnel Area:

Selections:

Type	Description
	Coyote Ridge Car Center
	DOC - Headquarters
	DOC Region 1

Change Order

OK Cancel


Sample Matchcode list for Personnel Area

Result: The Distribution of Payroll and Related Cost report results are displayed.

- i** Number of Pay Periods: Required to calculate FTEs in the report results
 In Period: Represents the month/year the employee was paid in
 For Period: Represents the month/year the employee was paid for

Position Cost Report

To define the Position Cost report variables:





1. Enter a value for selected report variables or use the matchcode  button to access the matchcode list to select the variables.
***Fields with an asterisk are required.**

i In this example, Number of Pay Periods and HR as of date are required fields

2. Click the OK button.

Variable Entry

Available Variables: Save Save As... Delete Show Variable Personalization

General Variables		
Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		
Project		
Agency		
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		
Allocation Code		
In Period (yyyyyy)		
For Period (yyyyyy)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]		

OK Check

Select values for Personnel Area (25, PA01 0003)

Show list Single values Show view: All

Maximum: 1000 Default

Personnel Area Text:

- Court of Appeals
- Coyote Ridge Cor Center
- External Justice Trng Cntr
- DOC - Headquarters
- DDHS Headquarters
- DDHS Region 1
- DDHS Region 1 DD Field
- DDHS Region 1 Sole
- DDHS Region 2
- DDHS Region 2 DD Field
- DDHS Region 2 Sole
- DDHS Region 3

Add Remove

Enter a value for Personnel Area:

Selections

Type	Description
	Coyote Ridge Cor Center
	DOC - Headquarters
	DDHS Region 1

Change Order

OK Cancel


Sample Matchcode list for Personnel Area

Result: The Position Cost report results are displayed.

- i** Number of Pay Periods: Required to calculate FTEs in the report results
 In Period: Represents the month/year the employee was paid in
 For Period: Represents the month/year the employee was paid for

Who Charged Report

To define the Who charged report variables:

1. Enter a value for selected report variables or use the matchcode  button to access the matchcode list to select the variables.
***Fields with an asterisk are required.**





i In this example, Number of Pay Periods and HR as of date are required fields

2. Click the OK button.

Result: The Who Charged report results are displayed.

Variable Entry

Available Variables: Save Save As... Delete Show Variable Personalization

General Variables		
Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		
Project		
Agency		
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		
Allocation Code		
In Period (yyyyyy)		
For Period (yyyyyy)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]		

OK Check

Select values for Personnel Area (25, PAOP 0003)

Show list Single values Show view: All

Maximum: 1000 Default

Personnel Area Text:

- Court of Appeals
- Coyote Ridge Corr Center
- External Justice Training Center
- DOC - Headquarters
- DOC - Headquarters
- DOC Region 1
- DOC Region 1 DOC Field
- DOC Region 1 Sole
- DOC Region 2
- DOC Region 2 DOC Field
- DOC Region 2 Sole
- DOC Region 3

Add Remove

Enter a value for Personnel Area:

Selections

Type	Description
	Coyote Ridge Corr Center
	DOC - Headquarters
	DOC Region 1

Change Order

OK Cancel

Sample Matchcode list for Personnel Area

- i** Number of Pay Periods: Required to calculate FTEs in the report results
 In Period: Represents the month/year the employee was paid in
 For Period: Represents the month/year the employee was paid for

User-Defined Settings for BI Financial Reports

The User-Defined Settings for BI Financial Reports section provides an overview of options available to users once they have run a BI Financial report from the HRMS Portal.

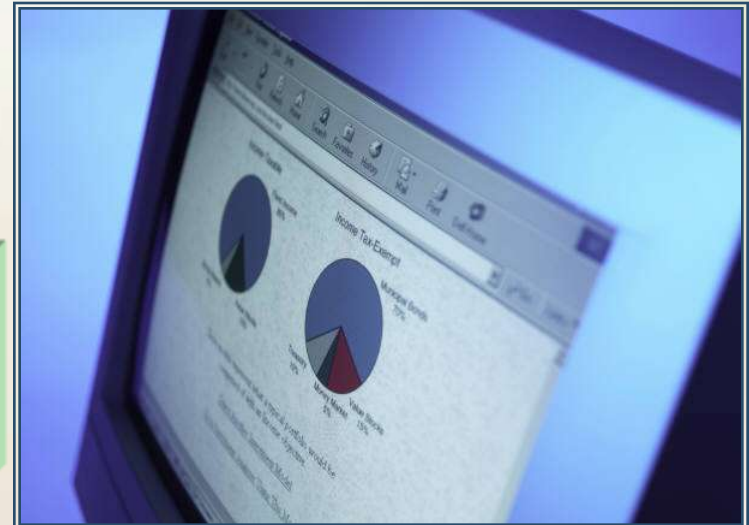
User-Defined Settings allow the user to add or remove Rows or Columns, set Filters, and Sort. These User-Defined Settings can then be saved as a Bookmark in the user's Favorites folder from their web browser. When the Bookmark is run from the Web Browser, the report results will be displayed with all user-defined settings.

Topics covered in this section include:

- Remove Drilldown
- Drilldown in the Rows/Columns
- Free Characteristics
- Keep Filter Value
- Select Filter Value
- Sorting
- Bookmark (saving User-Defined settings)



BI Financial reports are large and contain many rows and columns. These reports were designed to provide users with flexible reporting options. Users have the ability to add/remove rows or columns, filter report results, sort report results and save their user-defined settings as Bookmarks for future use.



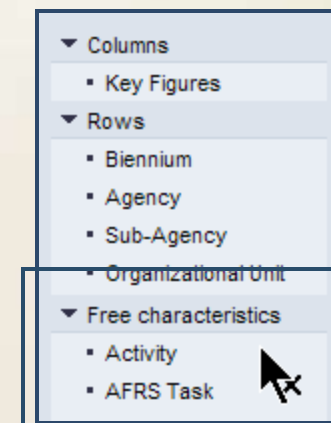
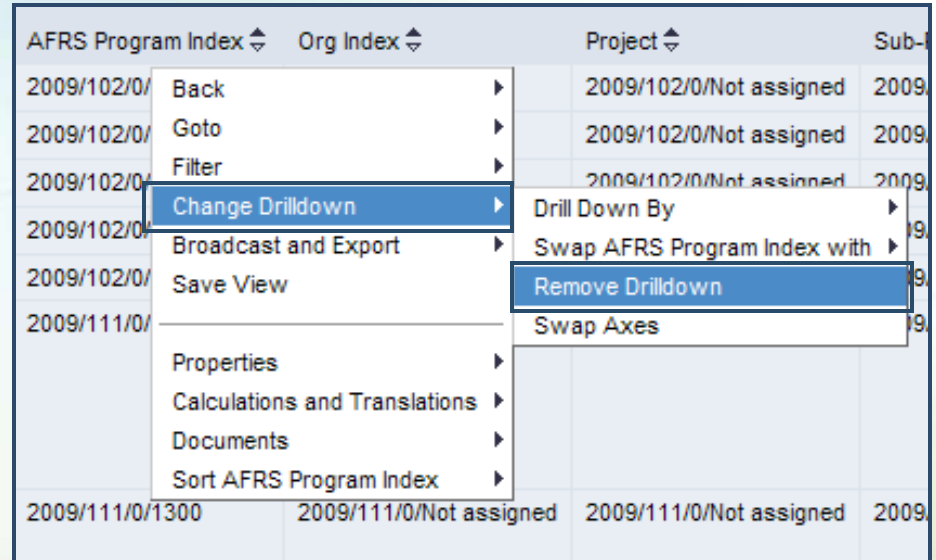
BI Financial reports were designed to provide the user with flexible reporting options. Initial report results are large and contain many rows and columns (Characteristics and Key Figures). By using the Remove Drilldown option, users have the ability to remove Characteristics from the rows or columns of the report results.

The example uses the Distribution of Payroll and Related Costs report to show how to remove the AFRS Task Characteristic from the report results.

To remove the AFRS Program Index from the Report Results:

1. Right click on the AFRS Program Index characteristic.
2. Select “Change Drilldown → Remove Drilldown.

You can also Drag&Drop the characteristic from the report results to the Free Characteristics section to remove it from the report results.



Continued...

Result: The AFRS Program Index Characteristic has been removed from the report results.

Master Index ↕	Appropriation Index ↕	Org Index ↕	Project ↕
2009/102/0/Not assigned	2009/102/0/970	2009/102/0/5400	2009/102/0/Not assigned
2009/111/0/Not assigned	2009/111/0/501	2009/111/0/Not assigned	2009/111/0/Not assigned

AFRS Program Index ↕	Org Index ↕	Project ↕
2009/102/0/51000	2009/102/0/5400	2009/102/0/Not assigned
2009/102/0/52000	2009/102/0/5400	2009/102/0/Not assigned

Report Results Before AFRS Program Index drilldown is removed

Appropriation Index ↕	Org Index ↕	Project ↕
2009/102/0/970	2009/102/0/5400	2009/102/0/Not assigned
2009/111/0/501	2009/111/0/Not assigned	2009/111/0/Not assigned

Report Results After AFRS Task Drilldown is removed



If necessary, click any column header and select Back to Start from the Context Menu to return the report results to the original state. See the BI Self-Paced Learning Materials - Report Context Menu for more information on Back to Start.

Drilldown in the Rows/Columns

BI Financial reports were designed to provide the user with flexible reporting options. The Drilldown option of the report results allow the user to add Characteristics to the report results.

The example below uses the Distribution of Payroll and Related Costs report to show how to use Drilldown in the Rows.

To drilldown in the Rows of the report results:

1. From the report results, click a characteristic in the Navigation block.
2. From the Context Menu, select “Change Drilldown” → “Drilldown By” → “Vertical”

The screenshot displays the 'Distribution of Payroll and Related Costs' report. On the left, a 'Navigation Block' lists various characteristics under 'Columns' and 'Rows'. The 'Rows' section includes: Biennium, Agency, Sub-Agency, Organizational Unit, Fund, Master Index, Appropriation Index, AFRS Program Index, Org Index, Project, Sub-Project, Project Phase, Allocation Code, Current Document Num, Pay Period End Date, In-Period, For-Period, Employee, and Position. The 'Free characteristics' section includes: Activity, AFRS Task, Appropriation, Appropriation Charac, Appropriation Type, Branch, Budget Unit, Business area, City/Town, and Contract Type. The main report area shows a table with columns for 'Biennium' (2009) and 'Agency' (2009/102), and a row for '2009/111'. A context menu is open over the 'Activity' characteristic, showing options: Back, Goto, Filter, Change Drilldown (selected), Broadcast and Export, Save View, Properties, Calculations and Translations, Documents, and Sort AFRS Task. The 'Change Drilldown' submenu is open, showing 'Drill Down By' (selected), Swap AFRS Task with, Remove Drilldown, and Swap Axes. The 'Drill Down By' submenu is also open, showing 'Horizontal' and 'Vertical' (selected).

Continued...

Drilldown in the Rows/Columns, Cont...

Result: The AFRS Task Characteristic is added to the rows of the report results.

Organizational Unit ↕	Fund ↕	Master Index ↕	Appropriation Index ↕	AFRS Program Index ↕
AB	2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/102/0/51000
				2009/102/0/52000
				2009/102/0/53000
				2009/102/0/55000
				2009/102/0/58000
AA	2009/415	2009/111/0/Not assigned	2009/111/0/501	2009/111/0/1100
				2009/111/0/1300
				2009/111/0/1400

Report Results Before Drilldown in Rows for AFRS Task

Fund ↕	Master Index ↕	Appropriation Index ↕	AFRS Task ↕	AFRS Program Index ↕
2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/10/102/0/500/10/Not assigned/	2009/102/0/51000
			2009/10/102/0/500/20/Not assigned/	2009/102/0/52000
			2009/10/102/0/500/30/Not assigned/	2009/102/0/53000
			2009/10/102/0/500/50/Not assigned/	2009/102/0/55000
			2009/10/102/0/500/80/Not assigned/	2009/102/0/58000
			Result	
2009/415	2009/111/0/Not assigned	2009/111/0/501	2009/10/111/0/10/10/Not assigned/	2009/111/0/1100

Report Results After Drilldown in Rows for AFRS Task

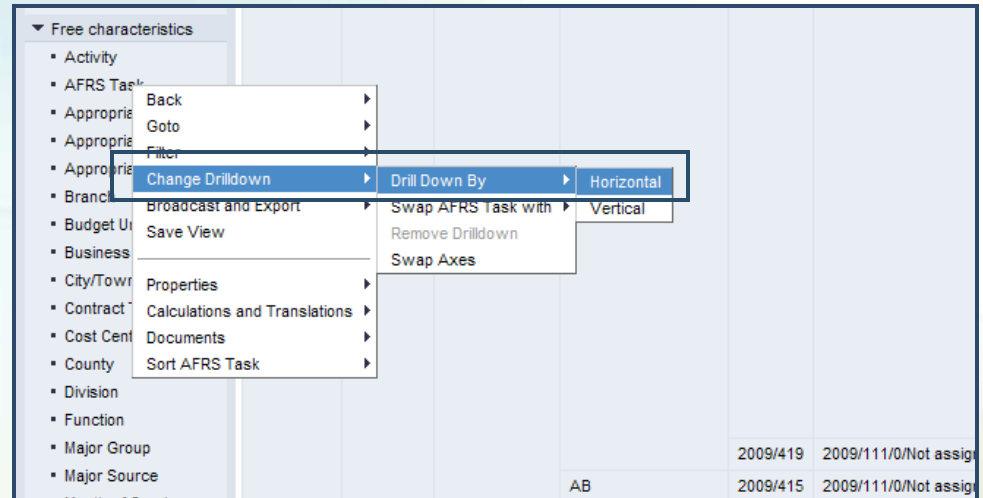
Continued...

Drilldown in the Rows/Columns, Cont...

The example below uses the Distribution of Payroll and Related Costs report to show how to use Drilldown in the Columns.

To drilldown in the Columns of the report results:

1. From the report results, click the Navigation block icon of the report results to expand the field options.
2. Click the “Change Drilldown” → ”Drill Down By” → “Horizontal” for AFRS Task to add the Characteristic to the Columns of the report results.



Result: The AFRS Task Characteristic has been added to the columns of the report results.

Position			\$	\$
70004337	0447	0.210	540.33	
70004337	0447	0.120	337.70	
70004337	0447	0.100	270.16	
70004337	0447	0.020	67.54	

Report Results Before Drilldown in Columns for AFRS Task

	AFRS Task	2009/10/102/0/500/10/Not assigned/	2009/10/102/0/500/20/Not assigned/
Position			
70004337	0447	0.210	

Report Results After Drilldown in Columns for AFRS Task

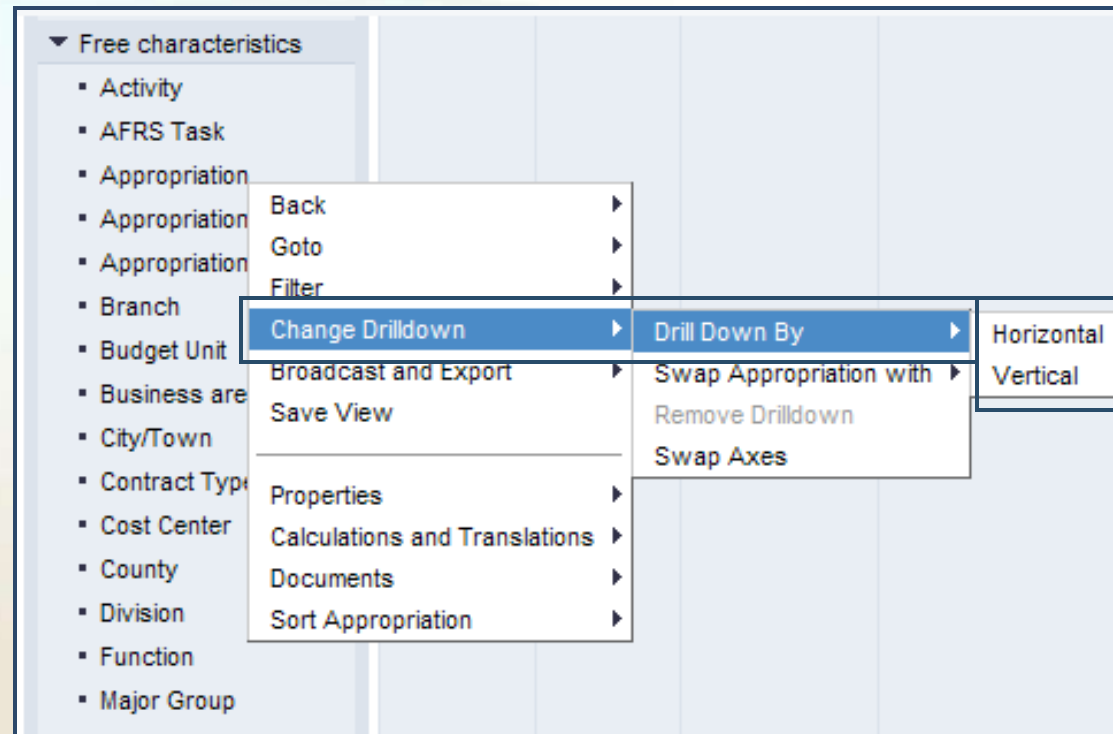
i If necessary, click any column header and select Back to Start from the Context Menu to return the report results to the original state. See the BI Self-Paced Learning Materials - Report Context Menu for more information on Back to Start.

BI Financial reports were designed to provide the user with flexible reporting options. Free Characteristics are optional Characteristics that are not displayed in the report results when it is initially run. Users have the option of adding Free Characteristics to the report results at run time.

The example below uses the Distribution of Payroll and Related Costs report to show how to add Free Characteristics to the report results.

To add a Free Characteristic to report results:

1. From the report results, right click the characteristic in the Free Characteristics that you want to add to the results.
2. Select “Change Drilldown” → “Drill Down By” → “Vertical” to add the characteristics to the Rows
3. Select “Change Drilldown” → “Drill Down By” → “Horizontal” to add the characteristic to the Columns.



Continued...

Drilldown in the Rows/Columns, Cont...

Result: The AFRS Task Characteristic is added to the rows of the report results.



Organizational Unit ↕	Fund ↕	Master Index ↕	Appropriation Index ↕	AFRS Program Index ↕
AB	2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/102/0/51000
				2009/102/0/52000
				2009/102/0/53000
				2009/102/0/55000
				2009/102/0/58000
AA	2009/415	2009/111/0/Not assigned	2009/111/0/501	2009/111/0/1100
				2009/111/0/1300
				2009/111/0/1400

Report Results Before Drilldown in Rows for AFRS Task

Fund ↕	Master Index ↕	Appropriation Index ↕	AFRS Task ↕	AFRS Program Index ↕
2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/10/102/0/500/10/Not assigned/	2009/102/0/51000
			2009/10/102/0/500/20/Not assigned/	2009/102/0/52000
			2009/10/102/0/500/30/Not assigned/	2009/102/0/53000
			2009/10/102/0/500/50/Not assigned/	2009/102/0/55000
			2009/10/102/0/500/80/Not assigned/	2009/102/0/58000
			Result	
2009/415	2009/111/0/Not assigned	2009/111/0/501	2009/10/111/0/10/10/Not assigned/	2009/111/0/1100

Report Results After Drilldown in Rows for AFRS Task

Continued...

BI Financial reports were designed to provide the user with flexible reporting options. The Keep Filter Value context menu item allows the user to view report results for a specific value. For example, the user may want to view report results for a specific Organizational Unit only.

The example below uses the Distribution of Payroll and Related Costs report to show how to use the Keep Filter Value option to filter report results to include only those records where the Organizational Unit is "AA".

To use Keep Filter Value:

1. From the report results, click the "AA" value in the Organizational Unit column to open the Context Menu.

2. Select Keep Filter Value.

Organizational Unit	Fund	Master Index	Appropriation
AB	2009/300	2009/102/0/Not assigned	2009/102
AA	2009/415	2009/111/0/Not assigned	2009/111

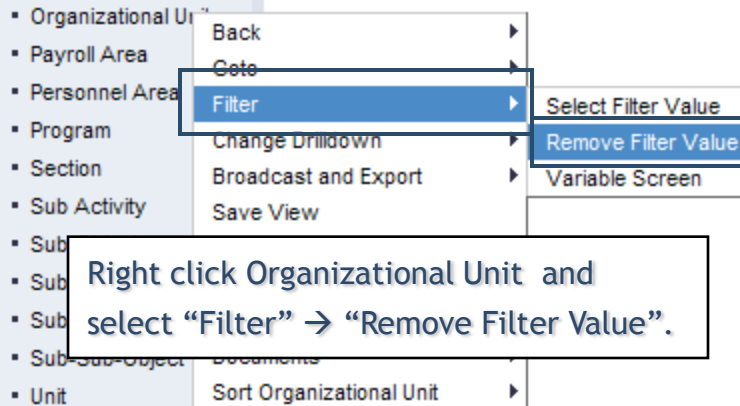
Back	▶
Goto	▶
Filter	▶
Change Drilldown	▶
Broadcast and Export	▶
Save View	▶
<hr/>	
Properties	▶
Calculations and Translations	▶
Documents	▶
Sort Organizational Unit	▶

Keep Filter Value
Keep Filter Value on Axis
Filter and Drill Down By ▶
Select Filter Value
Remove Filter Value
Variable Screen

Continued...

Keep Filter Value, Cont...

To remove the "Filter Value":

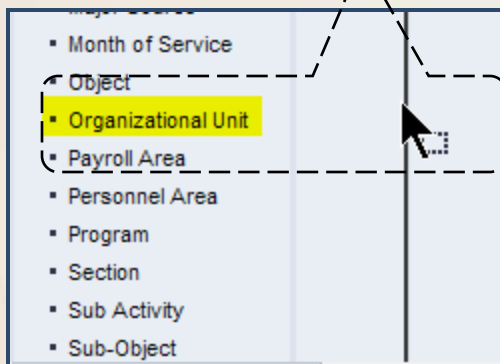


Right click Organizational Unit and select "Filter" → "Remove Filter Value".

Report shows values for all Organizational Unit, but the Organizational Unit column is not in the report results.

Biennium ↕	Agency ↕	Sub-Agency ↕	Fund ↕	Master Index ↕
2009	2009/102	2009/102/0	2009/300	2009/102/0/Not assigned
	2009/111	2009/111/0	2009/415	2009/111/0/Not assigned

➤ To return the Organizational Unit column to the report results, Drag&Drop the Organizational Unit characteristic from the Free Characteristic section to the location you want it to show in your report.



Biennium ↕	Agency ↕	Sub-Agency ↕	Organizational Unit ↕	Fund ↕	Master Index ↕	Appropriation Index ↕	AFRS Program Index ↕
2009	2009/102	2009/102/0	AB	2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/102/0/51000 2009/102/0/52000 2009/102/0/53000 2009/102/0/55000 2009/102/0/58000
	2009/111	2009/111/0	AA	2009/415	2009/111/0/Not assigned	2009/111/0/501	2009/111/0/1100 2009/111/0/1300

Select Filter Value

BI Financial reports were designed to provide the user with flexible reporting options. The Select Filter Value context menu item allows the user to select a filter value from a list of filter options.

The example below uses the Distribution of Payroll and Related Costs report to show how to use Select Filter Value to filter on a specific Organizational Unit

To use Select Filter Value:

1. From the report results, click the Organizational Unit column header.
2. Click Select Filter Value from the Context Menu.
3. From the Select Value screen, check AB.
4. Click Add and OK.

Result: Report results for Organizational Unit AB only are displayed.

Biennium	Agency	Sub-Agency	Organizational Unit	Fund	Master Index	Appropriation Index	AFRS Program Index
2009	2009/102	2009/102/0	AB	2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/102/0/51000
							2009/102/0/52000
							2009/102/0/53000
							2009/102/0/55000
							2009/102/0/58000
	2009/111	2009/111/0	AB	2009/415	2009/111/0/Not assigned	2009/111/0/501	2009/111/0/2100

Continued...

The Select Filter Value option can also be set through the Navigation Block. The example below uses the Distribution of Payroll and Related Costs report to show how to use the Select Filter Value from the Navigation Block.

To set or remove a filter from the report results:

1. From the report results, click the characteristic that you want to remove the filter from.
2. Select “Filter” → “Remove Filter Value”.

Sub-Agency ⇅	Organizational Unit ⇅	Fund ⇅	Master Index ⇅	Appropriation Index ⇅
2009/102/0	AB		102/0/Not assigned	2009/102/0/970
2009/111/0	AB		111/0/Not assigned	2009/111/0/501

Back	
Goto	
Filter	Select Filter Value
	Remove Filter Value
Change Drilldown	
Broadcast and Export	Variable Screen
Save View	
Properties	
Calculations and Translations	
Documents	
Sort Organizational Unit	

Continued...

Biennium ↕	Agency ↕	Sub-Agency ↕	Organizational Unit ↕	Fund ↕	Master Index ↕	Appropriation Index ↕	AFRS Program Index ↕
2009	2009/102	2009/102/0	AB	2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/102/0/51000
							2009/102/0/52000
							2009/102/0/53000
							2009/102/0/55000
							2009/102/0/58000
	2009/111	2009/111/0	AA	2009/415	2009/111/0/Not assigned	2009/111/0/501	2009/111/0/1100
							2009/111/0/1300

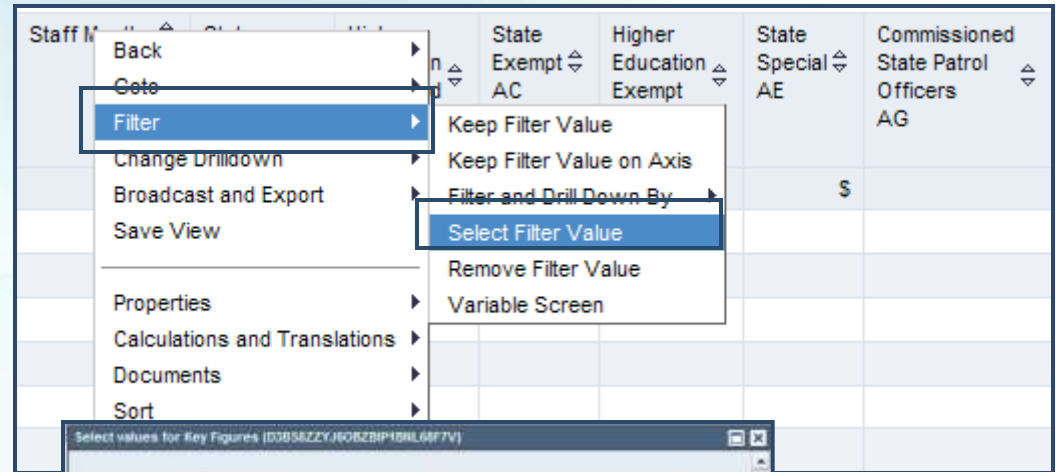
Result: Report results for all Organizational Units are displayed.

Continued...

Select Filter Value, Cont...

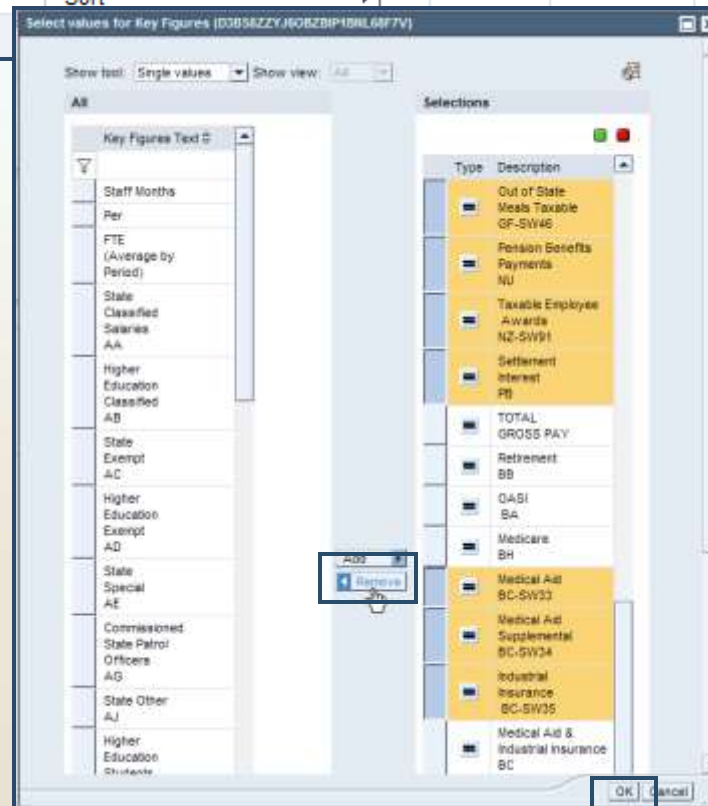
The Select Filter Value option can also be used to add or remove Key Figures from the report results.

The example below uses the Distribution of Payroll and Related Costs report to show how to use the Select Filter Value option to remove selected Key Figures from the report results.



To remove a Key Figure:

1. From the report results, click on any Key Figure heading
2. Click the “Filter” → “Select Filter Value”
3. Select the Key Figures that you DO NOT what displayed in your results and click Remove and OK.



Continued...

Staff Months	State Classified Salaries AA	Buy-Out AS	Terminal leave AT	TOTAL GROSS PAY	Retirement BB	OASI BA	Medicare BH	Medical Aid & Industrial Insurance	Health Insurance	TOTAL BENEFITS	TOTAL
	\$			\$	\$	\$	\$	\$	\$	\$	\$
0.210	540.33			540.33	33.11	33.15	7.76	4.59	141.39	220.00	760.33
0.120	337.70			337.70	20.70	20.72	4.84	2.85	88.38	137.49	475.19
0.100	270.16			270.16	16.57	16.58	3.88	2.29	70.70	110.02	380.18
0.020	67.54			67.54	4.14	4.15	0.97	0.57	17.68	27.51	95.05
0.030	135.08			135.08	8.28	8.28	1.94	1.14	35.35	54.99	190.07
0.500				4,869.50	298.50	300.39	70.25	14.93	353.50	1,037.57	5,907.07
0.500				2,543.00	155.89	157.66	36.87	14.93	353.50	718.85	3,261.85
0.500	2,125.00			2,125.00	130.26	130.66	30.56	14.23	353.50	659.21	2,784.21
0.500				5,897.88	361.54	363.63	85.04	13.42	353.50	1,177.13	7,075.01
0.500				3,750.00	229.88	231.41	54.12	13.88	353.50	882.79	4,632.79

Result: Selected Key Figures only are displayed in the report results.



If necessary, click any column header and select Back to Start from the Context Menu to return the report results to the original state. See the BI Self-Paced Learning Materials - Report Context Menu for more information on Back to Start.

BI Financial reports were designed to provide the user with flexible reporting options. BI Financial Reports allow the user to Sort data using the Context Menu.

The example below uses the Position Cost report to show how to sort the Employee Characteristic by Name rather than Key.

To Sort the report results by Job Name:

1. In the report results, click on any item in the Employee results to open the Context Menu.
2. Select Sort Employee → Ascending by Text.

Biennium ↕	Employee ↕	Cap.Utilization Lvl ↕	Agency ↕
2009		100.00	2009/111
		100.00	2009/111
		100.00	2009/111
		100.00	2009/111
		100.00	2009/111
		100.00	2009/111
		100.00	2009/111
		100.00	2009/111
		100.00	2009/102

Back
Goto
Filter
Change Drilldown
Broadcast and Export
Save View
Properties
Calculations and Translations
Documents
Sort Employee

Ascending by Text
✓ Descending by Text
Ascending by Key (Internal)
Descending by Key (Internal)

Results are sorted by the Employees last name in Ascending order

Biennium ↕	Employee ↕	Cap.Utilization Lvl ↕	Agency ↕	Sub-Agency ↕
2009	30000134 Aardvark, David A.	100.00	2009/111	2009/111/0
	30000135 Appletree, Susie Q.	100.00	2009/111	2009/111/0
	30000136 Austrailia, Robert	100.00	2009/111	2009/111/0
	30000137 Buffalo, Cody	100.00	2009/111	2009/111/0
	30000138 Crabapple, Tanya	100.00	2009/111	2009/111/0
	30000139 Donte, Peter	100.00	2009/111	2009/111/0

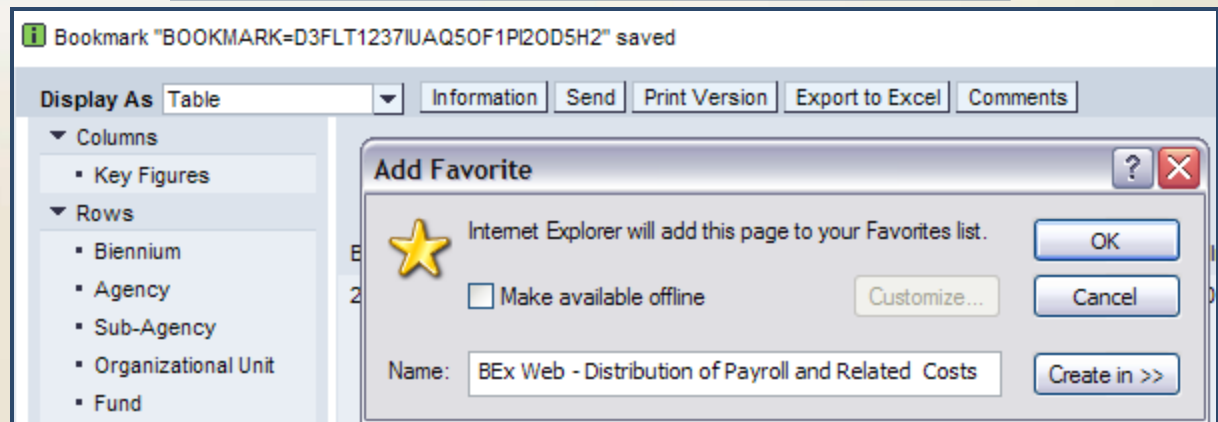
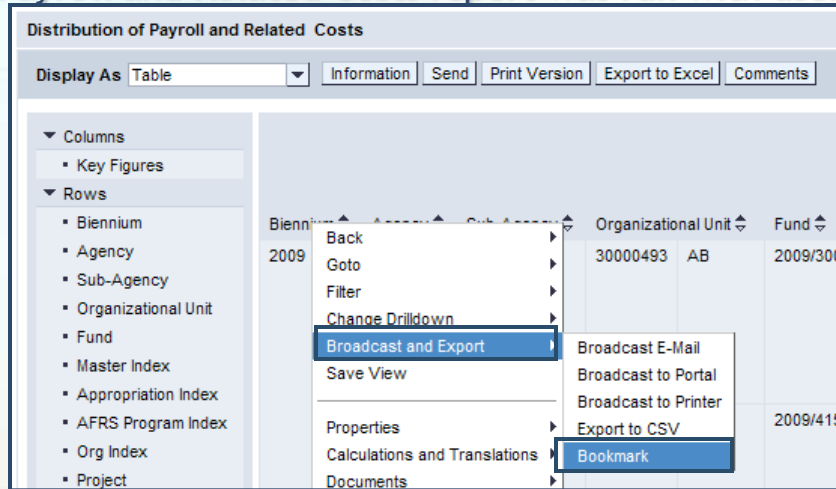
Continued...

The Bookmark context menu item allows the user to save their user-defined report result settings once they have added/removed rows or columns, applied filters, sorted columns or defined any other settings. Bookmarked report results retain the variable values used to run the report.

In the example below, the Distribution of Payroll and Related Costs report was run with user-defined settings.

To create a Bookmark to save report result settings for future use:

1. From the report results, click on any item in the table to open the Context Menu.
2. Select “Broadcast and Export” → “Bookmark”.
3. A Bookmark link is established and the “Add Favorites” box is displayed. Click OK.



Continued...

To run the User-Defined Who Charged Report - Summary bookmarked report:

1. Select the Bookmarked report from the Favorites folder.

Distribution of Payroll and Related Costs
 Display As Table Information Send Print Version Export to Excel Comments

Columns

- Key Figures

Rows

- Biennium
- Agency
- Sub-Agency
- Organizational Unit
- Fund

Biennium	Agency	Sub-Agency	Organizational Unit	Fund	Master In
2009	2009/102	2009/102/0	30000493 AB	2009/300	2009/102

Favorites Tools Help

Add to Favorites...
 Organize Favorites...

Links

Access Washington
 BID NetWeaver Portal
 BIP Netweaver Portal
 BIQ NetWeaver Portal
 BPO Enterprise Portal 6.0 non-ss0
 BW-BI Expert Online
 Citrix
 DEV - SAP Enterprise Portal 6.0
BEx Web - Distribution of Payroll and Related Costs

Result: The User-Defined Bookmarked report results are run in the Web Browser with the user's defined settings.

To change the variables of your Bookmarked report, select the "Filter" option from the far right in the report. Select the "Variable Screen" and enter your new variables and click OK.

Filter Settings

OASI BA Medicare BH Industrial Aid & Insurance BC

\$ \$
 33.15 7.76

Distribution of Payroll and Related Costs
 Display As Table Information Send Print Version Export to Excel Comments

To adjust filter area, drag characteristics from navigation area into filter area

Activity: Show All Values
 Agency: Show All Values
 Payroll Area: Show All Values
 Program: Show All Values
 Section: Show All Values
 Sub-Object: Show All Values
 Sub-Source: Show All Values
 Work Class: Show All Values

APRS Program:
 Allocation Code:
 Personnel Area:
 Project:
 Sub Activity:
 Sub-Program:
 Sub-Sub-Object:

Close Variable Screen Display All Filter Values

Available Variables: Show Variable Personalization

General Variables

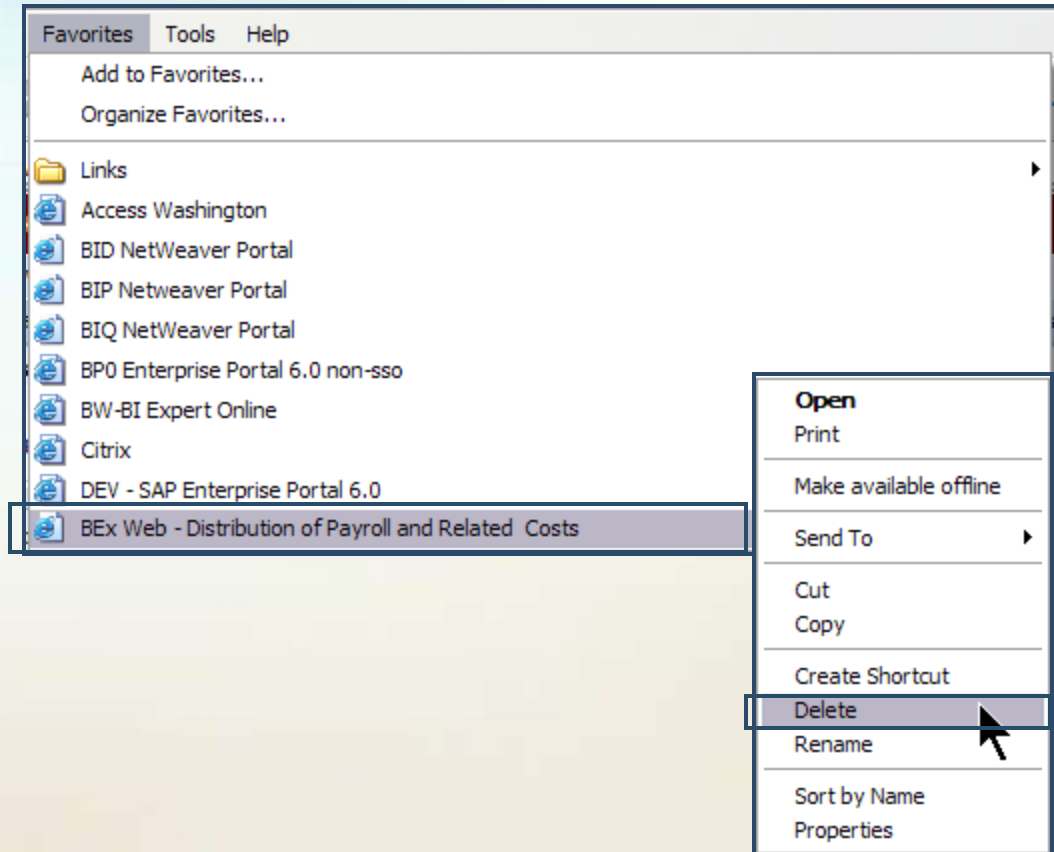
Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)	1110	Dept of Personnel
In Period (yyyyyy)	200810	200810
For Period (yyyyyy)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]	06/04/2008	06/04/2008

OK Cancel

To remove the User-Defined Distribution of Payroll and Related Costs Bookmark from the Favorites folder:

1. From the Web Browser's Favorites list, select the Bookmarked report.
2. Right mouse-click the Bookmark to be removed.
3. Select Delete.

Result: The User-Defined Bookmarked Distribution of Payroll and Related Costs has been removed.

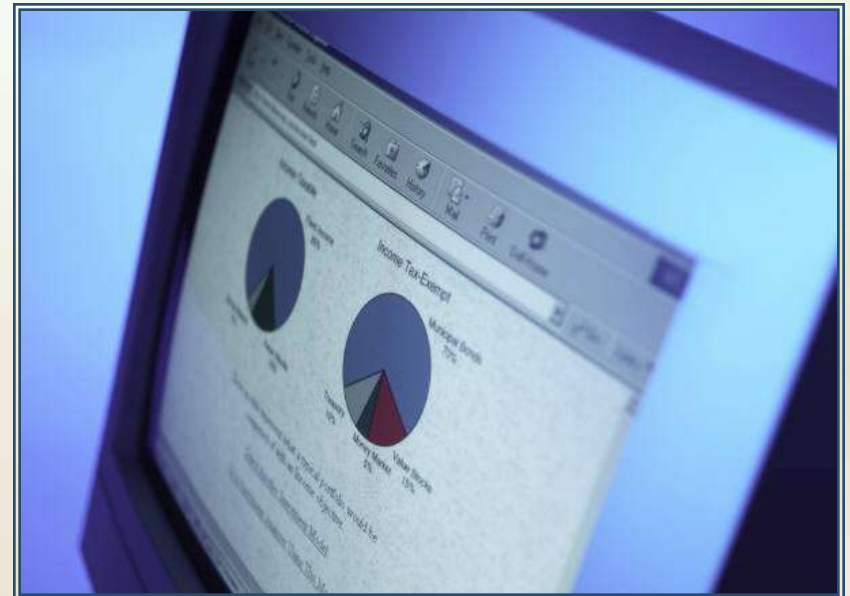


Using the Goto Command

The Using the Goto Command section provides an overview of the Goto command functionality and includes a list of BI Financial reports with Goto sub reports.

Topics covered in this section include:

- Using the Goto Command




Using the Goto Command

BI Financial reports were designed to provide the user with flexible reporting options. BI Financial Reports contain sub reports that are accessible from the main report results. The Goto Command allows the user to access sub reports from the context menu.

The example below uses the Distribution of Payroll and Related Costs report to show how to use the Goto command to run a sub report.

To use the Goto command:

1. From the report results, click any item in the results (in this example, the personnel number was click).
2. Click Goto → Ordered by Employees.



232340	GRAHAM JULIA M	100.00	70005948	0376
475				0434
535				0417
899		100.00	70081842	0416
309		100.00	70005957	0394
174		100.00	70005901	0261
200		100.00	70005943	0360
458		100.00	70005830	0043
289		100.00	70005840	0063
200		100.00	70005947	0371

Result: The “Ordered by Employee” sub report results are displayed.

Distribution of Payroll and Related Costs - Ordered by Emplo									
Display As <input type="text" value="Table"/>		<input type="button" value="Information"/> <input type="button" value="Send"/> <input type="button" value="Print Version"/> <input type="button" value="Export to Excel"/> <input type="button" value="Comments"/>							
▼ Columns ▪ Key Figures									
▼ Rows ▪ Biennium ▪ Employee ▪ Position									
	Biennium	Employee	Cap.Utilization Lvl	Position	Agency	Sub-Agency	Organizational Unit	Fund	
	2009	30000135 Doe, Jane P.	100.00	70005948	2009/111	2009/111/0	AA	2009/415	

Continued...

Using the Goto Command, Cont...

The table below contains a list of BI Financial Reports that provide Goto sub reports.

Report Name	Goto Report
Distribution of Payroll and Related Costs Report ZZPY_C51_Q180	<ul style="list-style-type: none">➤ Ordered by Employee➤ Selected Org Unit Ordered by Employee➤ Selected Employee
Position Cost Report ZZPY_C51_Q450	<ul style="list-style-type: none">➤ Employees Charged to Position
Who Charged Report ZZPY_C51_Q901	<ul style="list-style-type: none">➤ Who Charged Report Detail for selected Organization Index➤ Who Charged Report Detail